AVUE application Steps

(How to apply for US Forest Service jobs)

1. Log on to Internet Site: https://www.avuecentral.com, click 'applicants'.
2. Once you are at the site, click on SIGN UP, and then set up user registration.
3. From the *Home Page* click on the red Career Portfolio tab.
4. This should bring you to your personal information, **Review your information and save.** Fill out information on each consecutive page and ALWAYS HIT SAVE at the bottom or this information will be lost. Preferred locations can be modified later in each application.
5. *Supporting Documentation*: If applicable you may attach transcripts, documentation of veteran's preference (DD214), SF50, IQCS Master Record, and other like documents. These must be attached to use these documents to qualify.   If you have previous fire experience and do not attach your IQCS master record, this experience will not count!
6. From the home page, select the red Job Search tab, then search and select the specific jobs you are interested.
7. *If you know the Announcement Number* , after Job Search tab, select the 'Search by Filters' tab, then enter the announcement number in the box. Do not enter any additional information in the search by filter fields, only the announcement number. Do not copy and paste, you must type it in. To find job announcement numbers go to the Region 4 Fire Hire website for permanent fire jobs: http://www.fs.fed.us/r4/fire/r4fire_hire/   here you will find announcement numbers for all vacant jobs and potentially vacant jobs. If a person has a permanent job with the government they would apply to an announcement number with a G on the end of the announcement number. (Example: OCRP-HANDCREW-462-7G) If you are not a permanent government employee you would apply to the announcement number that had a DP on the end (Example: OCRP-HANDCREW-462-7DP) You can do the job search with or without the letters on the end of the announcement number.
9. After entering the Announcement Number, click add, then on the right click 'Find Jobs'. Click on the **Job Title** that comes up under Vacancy Search.
10. The Vacancy Announcement should appear. Click on Apply Now**,** location on the right side of the screen. From here, fill out all of the fields listed on the right side of the screen in red.
12. Be sure the information from your 'career portfolio' all transfers over.
14. Click on This Application and review all information before sending.
21. Send your application and make a copy for your files.
22. After sending, from the home page, scroll down to 'jobs I have applied for' and click on the red job title. On the right click 'View Status of Job and Application'.   Make sure it says 'tentatively passed basic qualifications'. You can periodically check the status from this screen.
23. You must recertify your application every 60 days or it will no longer be considered! From Home page, scroll down to 'Jobs I have applied for', then next to the position click update, then continue, then review **and save** all mandatory fields on the right (start with personal information, you have to re-check your disability status), and resend your application. Repeat step 22.